

**State of Connecticut  
Department of Social Services  
Job Opportunity**

**Staff Attorney 2**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: August 11, 2014**

**Closing Date: August 15, 2014**

The Department of Social Services (DSS) is currently accepting applications for Staff Attorney 2 candidates. This position is located in our Hartford Central Office in the Office of Legal Counsel, Regulations, and Administrative Hearings.

**Open To:** The Public and State Employees who have practiced law for at least two years and are admitted to practice law in the State of Connecticut. **Note:** After 3 years of successful and satisfactory performance as a Staff Attorney 2, an incumbent will be moved to the Staff Attorney 3 classification level.

**Position:** Staff Attorney 2

**Reference No.:** DAS-ATTY

**Bargaining Unit:** Administrative and Residual (P-5)

**Salary Range:** \$81,751.00 - \$104,619.00 Annually (AR 28)

**Hours:** Monday through Friday, 40 hours per week

**Location:** DSS Central Office, 55 Farmington Avenue, Hartford, CT 06105

**Examples of Duties:**

Performs advanced and complex legal work of an agency; researches, interprets, analyzes and applies complex and conflicting laws and regulations, case law and legal principles; acts as hearing officer or represents agency in formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of trials and appeals; consults with the Office of the Attorney General on legal issues; researches complex legal issues; conducts investigations and enforcement proceedings; prepares comprehensive reports for use in administrative and court proceedings; prepares pleadings and other court papers; interprets and applies complex or conflicting laws and regulations, case law and legal principles; participates in the conduct of various educational activities; provides legal guidance when duly authorized; provides input into policy formation; may testify at or monitor legislative proceedings; may represent agency in court when authorized; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; prepares and maintains precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

**Preferred experience desired: Familiarity with Department of Social Services programs; the drafting and promulgation of state Agency regulations; and familiarity with HIPAA.**

**Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.**

**APPLICATION PROCEDURE:** Interested and qualified candidates who meet the above requirements should submit a **cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and a list of three (3) professional references of current/former supervisors or managers.** The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION). **In lieu of references, State employees must submit copies of their two (2) most recent performance evaluations. Incomplete or late applications will not be considered. Due to the large number of applications received, we are unable to field phone inquiries to confirm receipt of applications.**

Please mail your completed CT-HR-12 and the additional requested documents to:

**Kelly Geary, Principal Human Resources Specialist  
Department of Social Services  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105**

**APPLICATIONS MUST BE POSTMARKED BY FRIDAY, AUGUST 15, 2014**

**AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.